

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Finance (SMPC.I) Department –Streamlining the procedure for Creation and Up-gradation of Posts in various Departments, Government Undertakings, Autonomous Institutions and Societies; and Authorising the Finance Department to present Consolidated Proposal to the Council of Ministers duly amending the Business Rules – Orders – Issued-Reg.

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**FINANCE (SMPC.I) DEPARTMENT**

G.O.Ms.No. 348

Dated:23.12.2013  
Read the following:

G.O.Ms.No.526, Finance (SMPC) Department, dated 28-9-2001.

**ORDER:**

1. In the Government Order read above, the Government has entrusted the responsibility to the Surplus Manpower Cell (SMPC) in Finance Department to scrutinize the proposals for creation of new posts, additions to the existing cadre strength, up-gradation of posts and continuation of posts in various departments, government undertakings and Institutions and directed all the Departments to forward such proposals to the Finance (SMPC) Department.
2. Accordingly, the Finance(SMPC) Department has been processing the proposals for creation of new posts, additions to the existing cadre strength, up-gradation of posts, etc., duly following the procedure as per the Rules of Business, which is as follows:
  - i) The Secretariat Department sends proposals for creation/up-gradation of posts to the Finance Department.
  - ii) After scrutiny and concurrence of the Finance Department, the Administrative Department obtains orders in circulation from the Hon'ble Chief Minister and secures permission to place the matter before the Council of Ministers.
  - iii) After obtaining the approval of the Hon'ble Chief Minister, the department prepares a draft memorandum to the Council of Ministers and sends it to the Finance Department for scrutiny.
  - iv) After scrutiny of the Finance Department, the Administrative Department takes approval of the Chief Secretary and the Hon'ble Minister concerned and then gets the Memorandum translated into Telugu, makes fair copies for submission to the Council of Ministers.
  - v) Thereafter, the Administrative Department sends fair copies of the Memorandum along with the check list to the Finance Department for placing before the Council of Ministers.
  - vi) Accordingly, the Finance Department places the matter before the Council of Ministers for their consideration.

- vii) Accordingly, the Finance Department places the matter before the Council of Ministers for their consideration.
- viii) After approval of the Council of Ministers, the Finance (SMPC) Department communicates the resolution of the Council of Ministers to the Administrative Department which in turn prepares the draft order to be issued by the Finance Department.
- ix) Finally after receiving draft order from the administrative department Finance (SMPC) Department issues the Government Order and returns the file to the administrative department.

3. The Government has noticed that the existing procedure is cumbersome and involves multiple to and fro movement of files between departments that has been contributing to avoidable delay. In this background, the Government has decided to streamline the procedure for creation of new posts, additions to the existing cadre strength, up-gradation or downgradation of posts, change of nomenclature of posts, continuation of posts and any other action that has a direct impact on efficient management of the human resources in various Government departments, Public Sector Undertakings(PSUs), Autonomous Institutions, grant-in-aid institutions, Government Societies etc., to facilitate expeditious placement of such proposals before the Council of Ministers.

4. Accordingly, the Government hereby prescribe the following procedure with immediate effect to deal with all proposals relating to creation of new posts, additions to the existing cadre strength, up-gradation or downgradation of posts, change of nomenclature of posts, continuation of posts and any other action that has a direct impact on efficient management of human resources in various Government departments, Public Sector Undertakings, Autonomous Institutions, grant-in-aid institutions, Government Societies, etc., that require approval of the Council of Ministers.

- I. The Secretariat Department shall send comprehensive proposals in the format prescribed for this purpose to the Finance Department. The proposal shall include detailed information outlined in the Finance Department Circular Memo No. 16388-A/558/A3/SMPC.I/2013 dated 17-06-2013.
- II. The proposal shall be reviewed by the Finance Department with the participation of the concerned Department Secretary and the Head of the Department with specific reference to the rationale for the proposal, its overall impact on efficient management of human resources and effective delivery of public services, financial implications, etc.
- III. After approval of the Finance Department, the administrative department shall obtain the approval of the Minister concerned and return the file to the Finance Department within a week.
- IV. Thereafter, the Finance Department shall consolidate proposals from all departments and take approval of the Hon'ble Chief Minister through the Chief Secretary and the Hon'ble Minister for Finance for the consolidated proposal along with permission to place the matter before the Council of Ministers.

V. After approval of the Chief Minister, Finance Department shall prepare a consolidated Memorandum to the Council of Ministers, including the entire set of proposals approved by the Hon'ble Chief Minister and place the matter before the Council of Ministers after obtaining approval of the Chief Secretary and Hon'ble Chief Minister.

VI. After the approval of the Council of Ministers, the Finance Department shall issue necessary Government Orders.

5. All the Departments of Secretariat shall hereafter follow the revised procedure as detailed in para four above while dealing with all proposals relating to the creation of new posts, additions to the existing cadre strength, up-gradation or downgradation of posts, change of nomenclature of posts, continuation of posts and any other action that has a direct impact on efficient management of human resources in all Government departments, public sector undertakings, autonomous Institutions, grant-in-aid institutions, Government Societies, etc., that require approval of the Council of Ministers.

6. The General Administration (Cabinet) Department will issue necessary amendments to the A.P.Government Business Rules and Secretariat Instructions, wherever necessary.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Dr. P.V. RAMESH  
PRINCIPAL SECRETARY TO GOVERNMENT(R&E)**

To  
 All Secretaries to Government.  
 All Departments of Secretariat.  
 All Heads of Departments.  
 The Registrar General, A.P. High Court, Hyderabad.  
 The Registrar, A.P. Administrative Tribunal, Hyderabad.  
 The Secretary, A.P. Public Service Commission, Hyderabad.  
 All District Collectors.  
 All District Judges.  
 All Pay and Accounts Officers of Projects Wing.  
 All District Treasury Officers.  
 All District Educational Officers.  
 All Chief Executive Officers of Zilla parishads.  
 All the District Panchayat Officers.  
 The Director of Public Libraries, Hyderabad.  
 All District Employment Officers.  
 All the Commissioners / Special Officers of the Municipalities / Corporations  
 All V.C & M Ds of State Public Sector Undertakings /Autonomous Institutions.  
 The Registrars of all Universities.  
 The Principal Secretary to Chief Minister.  
 The O.S.D to Minister for Finance.  
 The Private Secretary to Chief Secretary to Government.

**Copy to:**

The General Administration (Cabinet) Department with a request to issue amendment  
 to Business Rules wherever necessary

SF/SC

**//FORWARDED:: BY ORDER//**

**SECTION OFFICER**